

Subject:- NIQ FOR ENVELOPES AND PAPER ITEMS
as per specifications given at Annexure-C&D
respectively.

The articles as per specifications given in the lists available at Annexure C&D are required to be purchased for this University. You are requested to kindly to quote your rates for the same. The terms and conditions for quoting/tendering the rates given at page No.2 may be kept in view while you do so. Your tender will interalia be subject to the following conditions:-

1. All Charges payable by the University should clearly be stated.
2. The Tenders should be submitted only if the material is available in your stock or can be supplied within 20 days after the order is placed except envelopes. The envelopes will have to be supplied within 35 days after the order is placed.
3. The tenders should reach the office of the Registrar on/before 8.9.2008 quoting our reference and due date of opening on the envelope.
4. The tenders will be opened on 9.9.2008 at 11.00 A.M. for items required vide Annexure C&D in the presence of parties or their representatives who so ever like to be present.
5. An amount equal to 2% of the involved value only in the shape of Bank Drafts in favour of Finance Officer, M.D. University, Rohtak as earnest money should accompany the tender, in absence of which the tender will not be entertained.
6. The rates should be quoted for the make and specifications of the items given in the related annexure. The sample(s) of material wherever required should accompany the tender for record. The acceptance of goods is subject to the approval
7. of the Inspection Committee
8. Dispute, if any will be subject to Rohtak jurisdiction.
9. The University reserves the right to reject any or all tenders without assigning any reasons thereof.
10. If your rates are approved by the DGS&D and other Central/State Agency, the same must be quoted and the copy of the rate contract be attached.
11. Rates be quoted F.O.R. University Main Store.

Superintendent (P&S)
M.D. University, Rohtak

MAHARSHI DAYANAND UNIVERSITY ROHTAK

- **TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY OF ENVELOPES AND PAPER ITEMS DURING THE YEAR 2008-2009.**
 1. Every tender shall be accompanied by the earnest money equal to 2% of the involved value. The money should be deposited through Bank Draft in favour of the Finance Officer M.D. University, Rohtak, payable at the State Bank of India, Maharshi Dayanand University, Rohtak .
 2. The tender received without earnest money or after the due date shall not be entertained except with the special approval of the Registrar.
 3. Supplies shall be executed within the time specified in the supply order which may be extended by the Registrar on the application of the supplier explaining reasons/circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within time, he shall be liable to pay as compensation an amount equal to one percent or such small amount as the Registrar may decide on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 percent of the total amount of the contract. An appeal against these orders shall however lie with the Vice-Chancellor whose decision shall be final.
 4. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the Vice-Chancellor.
 5. All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
 6. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 20 days of acceptance of the tender.
 7. Supplies shall be made as per the schedule and within such time as is indicated in the supply order..
 8. The University is exempted from payment of Octroi charges on the articles. The rates be quoted keeping this point in view.
 9. 100% payment will be made on receipt and inspection of goods to ensure the specifications and their good conditions
 10. The rates accepted by the University shall be applicable up to 28.2.2009 and the supplier shall have to make supply during the period as and when required.
 11. The tenders shall be opened by the Purchase Committee in the presence of contractor/ supplier and the Committee reserves the right for negotiation thereafter if considered necessary.

12. The Registrar reserves the right to reject or accept any offer without assigning any reasons.
13. All disputes subject to Rohtak jurisdiction.

Superintendent (P&S)
For Registrar
M. D. University, Rohtak

Signature

Name of the Firm.

(Affix Rubber Stamp of the firm)

MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-C

NIT FOR ENVELOPES FOR 2008-09

<u>Sr. No.</u>	<u>Name of the items with full specifications</u>	<u>Qty. Required .</u>
1.	Khaki Envelopes 9"x4"/60 GSM /Star paper	2,40,000Nos.
2.	Khaki Envelopes 16"x12"/80 GSM /Star Paper(Jali)	20,000Nos.
3.	Khaki Envelopes 12"x10"/80 GSM/Star Paper (Jali)	20,000 Nos.
4.	Khaki Envelopes 10"x8"/80 GSM/ Star Paper (Jali)	20,000Nos.
5.	Khaki Envelopes 10"x10"/80 GSM/ Star Paper (Jali)	10,000Nos.
6.	Khaki Envelopes 12"x10"/80 GSM/ Star Paper	20,000Nos.
7.	Khaki Envelopes 13"x11"/80 GSM Star Paper	15,000Nos.
8.	Cover Paper Envelopes 9"x5"/100 GSM/ Star/Ballarpur Paper (Yellow & Green Clour)	25,000Nos <u>Each color</u>)

NOTE:

1. Quantity subject to increase or decrease.
 2. Sample(s) of paper/Jali/Envelopes be attached.
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MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-D

NIT FOR PAPER ITEMS 2008-09.

<u>Sr No.</u>	<u>Name of the items with specification.</u>	<u>Qty.</u>
1.	White Duplicating Paper 34.5Cmsx 21.5Cms./2.3 Kg. of Ballarpur (Mill packed and 500 sheets per Ream)	500 Reams.
2.	Duplicating Paper of following colors duly cut and re-packed from <u>43Cms.x 69 Cms./9.2 Kg.</u> of Amrawati Mills 4 (500 sheets per ream):- i) Pink ii) Blue/Light Green iii) Yellow	150 Reams. 150 Reams. 20 Reams.
3.	Typing Paper duly cut and repacked from <u>40Cms.x64Cms./7.8Kg.</u> Bilt. Classic (500 sheets per ream). 4	850 Reams.
4.	Noting paper duly cut and repacked from <u>43Cms.x69Cms./10.4 Kg.</u> TA Azurelaid ledger paper of Reams. 4 Ballarpur. Ruling both sides and printing of University name on single side with red ink as per sample attached (500 sheets per ream)..	200

NOTE:

1. Quantity subject to increase or decrease.
 2. Sample(s) of papers be attached.
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